MICC Fort Sill Government Purchase Card Mandatory Training Requirements/Instructions

Training Requirements

- These are the mandatory training class requirements for the GPC program:
  - DoD GPC Training thru Defense Acquisition University (DAU) web-based training
    - Class CLG001 –GPC training
    - Class CLG006 –Certifying Officer Legislation training
    - Class FAC043 –Homeland Security Ethics training
    - Class CLG005 –PCOLS training
  - Fort Sill GPC training
  - ACCESS ON-LINE web-based training

  - ***IMPORTANT: Provide a copy of "Certificate of Completion" to DOC APC as verification of completion. Fax number (580)442-3819 or e-mail to usarmy.sill.acc-micc.mbx.credit-card-inbox@mail.mil.***
  - ***For assistance, contact the DAU HELP DESK at dauhelp@dau.mil or at 1-866-568-6924 (Toll Free) or 703-805-3459 (Commercial) or DSN 655-3459. The DAU HELP DESK is manned Monday through Friday, 0600-1800 EST.***

Department of Defense (DOD) GPC Training

- Completion of On-line **DAU Class Requirements**
  - DoD Government Purchase Card Class CLG001
  - Certifying Officer Legislation training CLG006
  - Ethics&Procurement Integrity-ACQ Workforce Class FAC 043 (by Homeland Security), and
  - PCOLS Class CLG005
- **Access the tutorial at Defense Acquisition University (DAU) website: https://www.atrrs.army.mil/channels/aitas**
- Apply for training. Then select category from the drop down list. Check one of the Sign-In Options, complete any required information and Logon.
- If you have not yet established a user profile you will be taken to the ATRRS Internet Training Application System Web page. Fill in the required information and click on the **Update Profile** button at the bottom of the page. Upon successful submission of your profile you will be able to follow the remaining steps.
- After you have logged-in, you come to a page where you select a training category. Select Continuous Learning.
- Select each course (one at a time) from the Course drop-down list.
- Press the **SEARCH** button. Complete the application.
- Click on the **SUBMIT THIS APPLICATION** button.
- Repeat the process to apply for all the classes required.
- Your application will be forwarded to DAU for class enrollment. If you do not already have an account with DAU one will be created for you. You will receive a welcome email from DAU (ATLAS) when you have been enrolled and can start the course.

Fort Sill (Installation) GPC Training

- **This training requirement is fulfilled by viewing a PowerPoint presentation on the Fort Sill DOC webpage.**
- **http://sill-www.army.mil/USAG/DOC (then click the GPC tab/button)**

- **Scroll down to “Training Links” and click the “Fort Sill Training” link.**

- **When you have finished the training material, complete the information requested on “Congratulations” slide and print a copy for your records**
  - **Sign the printed “Congratulations page” and then scan the signed copy to the APC for your training records.**

ACCESS ON-LINE Web-Based Training

- Log in to ACCESS ON-LINE Web-Based Training @ https://wbt.access.usbank.com

- Register a new account, fill in all blanks. For Organization Short Name use "Army," for User Type select "Government Cardholder" (for cardholders) or "Government AO/BO" (or Billing Officials) or "Government Financial Manager" (for Budget Analysts).

  Click the "Register" link when finished.

- ACCESS WBT will recommend various training modules however, **YOU MUST SELECT** the modules listed below for your user type:

Card Holder:	**Billing Official**:	**Financial Manager**:
Order Management	Order Management	Accounting Validation Controls
Transaction Management	Transaction Management	Accounting Code Structures
Account Approval Process	Account Approval Process	Cardholder Account Setup and Maintenance
		Managing Account Setup and Maintenance

When you login:

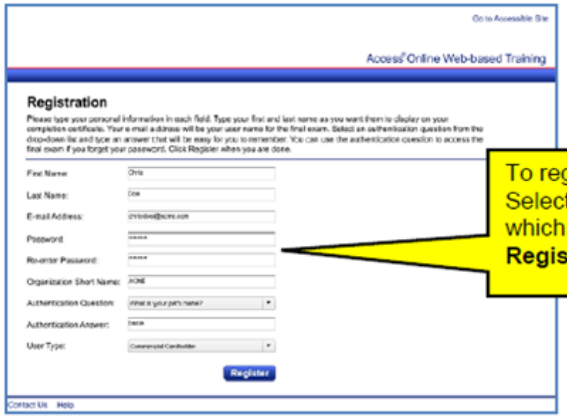
- (1) Enter your registered email address (2) Enter your registered personal password (3) Enter the appropriate WBT password
  - Cardholder: macon Billing officials: peach Financial Managers: grits
  - WBT Passwords change every 60 days. Please contact the Fort Sill APC if the passwords above are not responsive.

ACCESS ON-LINE Web-Based Training

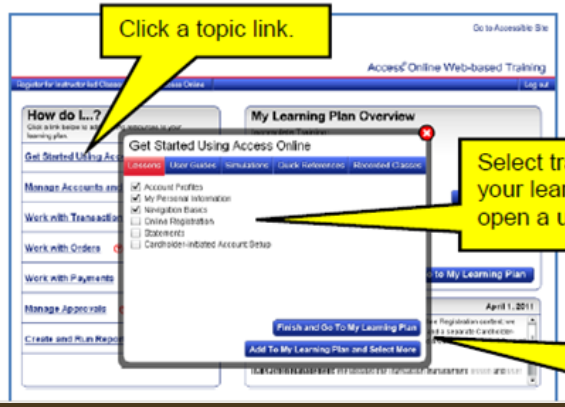
How do I register and log in to the WBT?

To create a learning plan and access certification, log in as a registered user. Type your email address, personal password, and WBT password. Click **Go!**

To register, click **Register Now!**



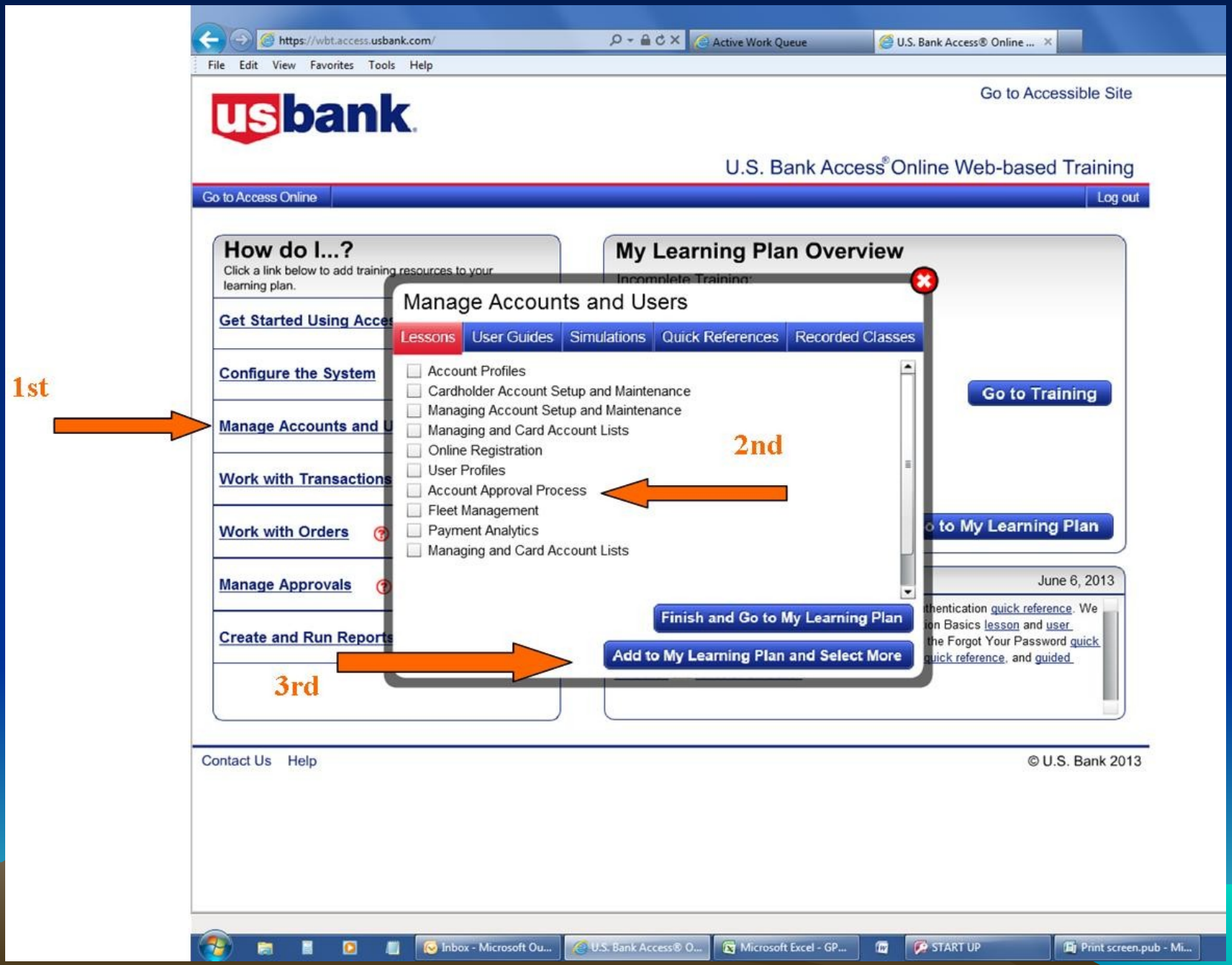
To register, specify information in every field. Select user type carefully, since it controls which lessons you have access to. Click **Register** when you are done.



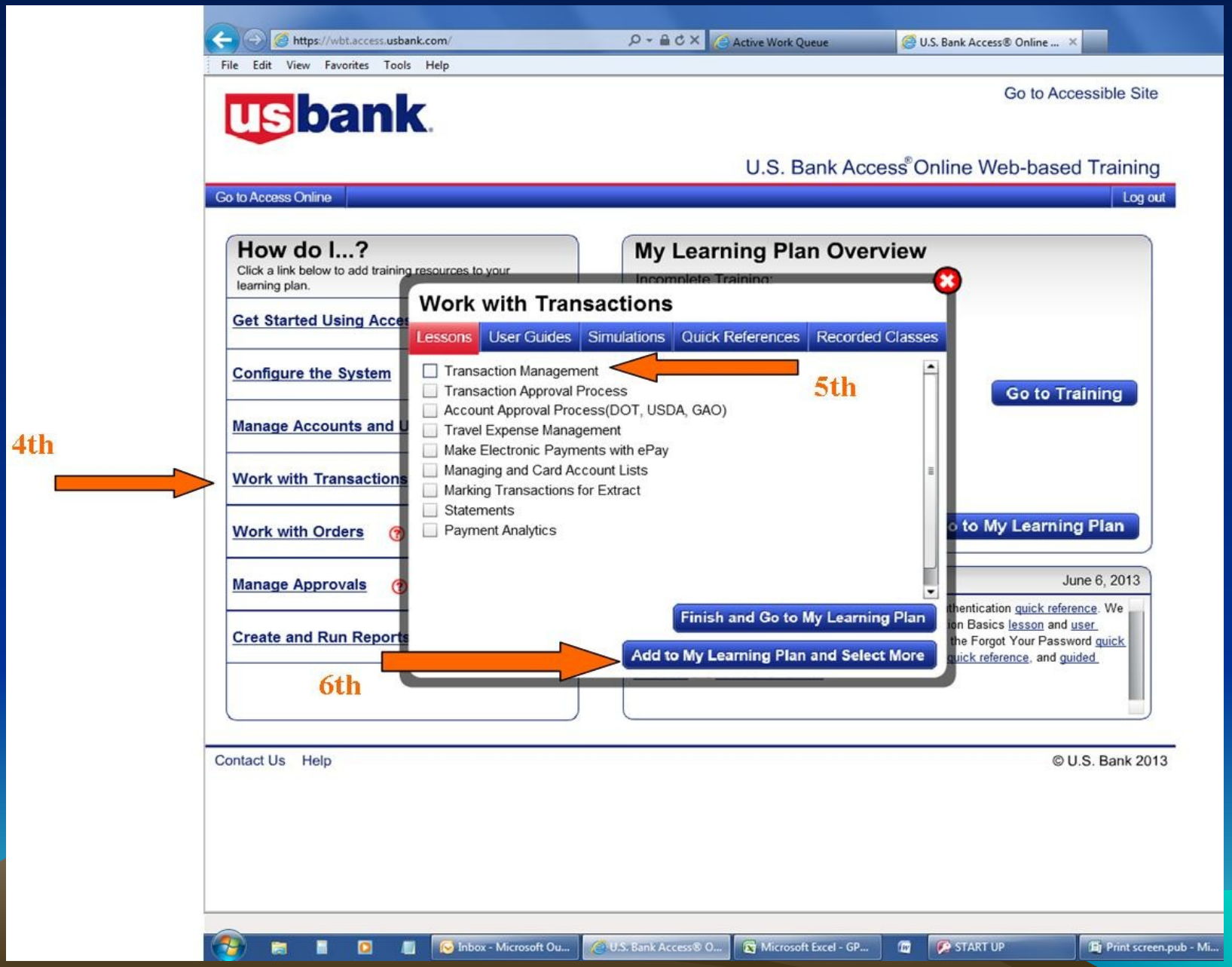
Select training resources from each tab to build your learning plan or click a document link to open a user guide or quick reference right away.

Select to finish and go to your learning plan to start training. Or, add more resources from another topic.

ACCESS ON-LINE Web-Based Training



ACCESS ON-LINE Web-Based Training



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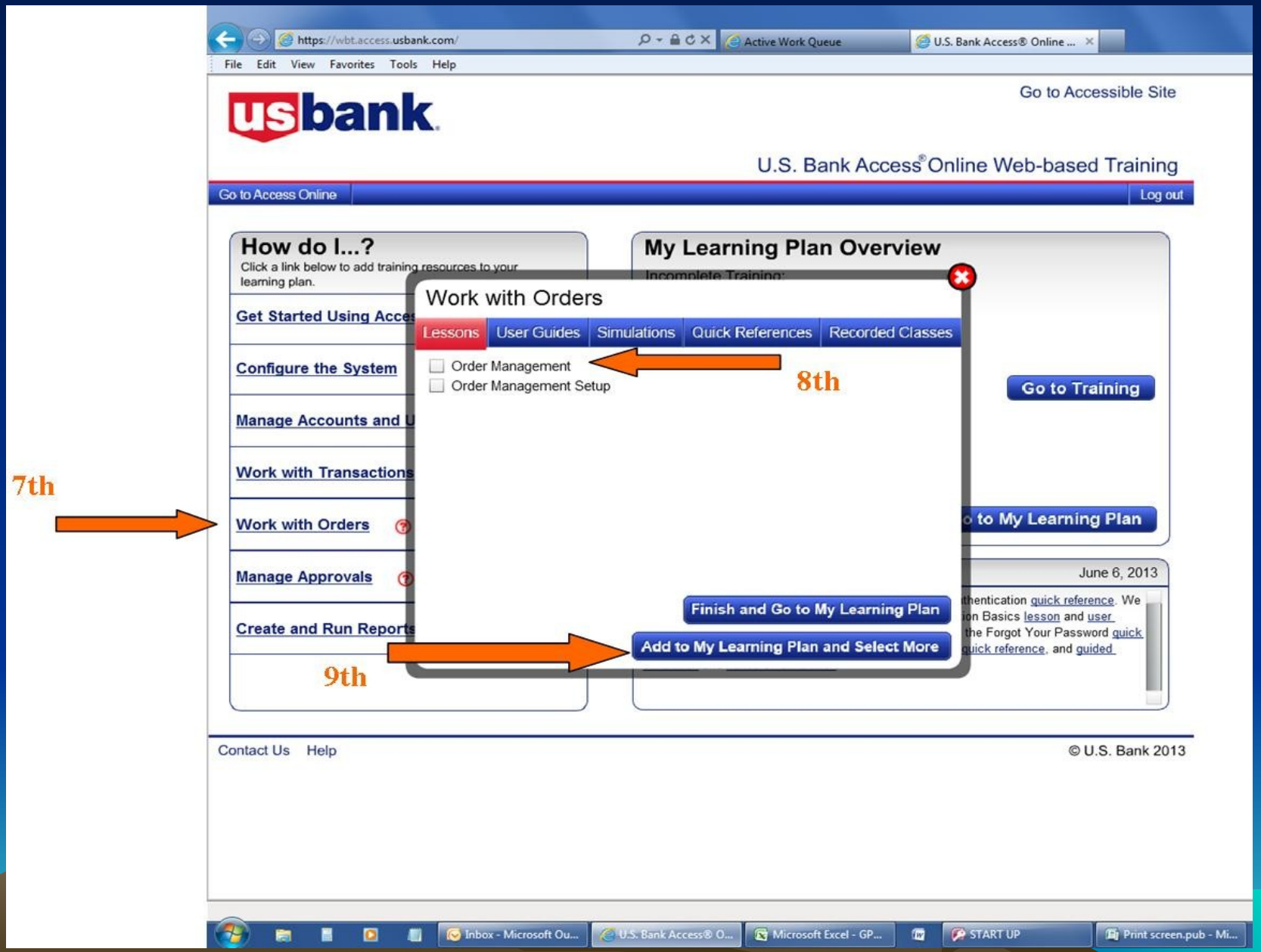

ACCESS ON-LINE Web-Based Training